

2502 – Academic Integrity

Summary This document defines the principles of Academic Integrity as detailed in the values statement below¹. It contains, by reference, the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards academic integrity within the College.

Purposes Barton Community College is an academic community committed to upholding the highest ideals of integrity and the related values of *honesty, trust, cooperation, respect, and responsibility*. As such, the College

- advances the quest for truth and knowledge by requiring intellectual and personal *honesty* in learning, teaching, research, and service.
- fosters a climate of mutual *trust*, encourages the free exchange of ideas, and enables all to reach their highest potential.
- establishes clear standards, practices, and procedures and expects *cooperation* in the interaction of students, faculty, and administrators.
- recognizes the participatory nature of the learning process and *respects* a wide range of opinions and ideas.
- upholds personal *responsibility* in the face of wrongdoing.

Honor Code

On all course work, assignments, and/or examinations undertaken by students at Barton, the following pledge is implied by virtue of enrollment:

On my honor as a student, I have neither given nor received unauthorized aid on this assignment.

Basic Violations of Academic Integrity

Basic Violations of academic integrity shall include, but are not limited to, the following activities:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test or other assignment;
- Use of “crib sheets” or other hidden notes in such an examination;
- Looking at another student’s test paper to copy strategies or answers or allowing another to do so;
- Possessing a supply of questions or answers for any assignment or examination;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor’s consent);
- Use (either in part or whole) of documents obtained from sources which are not the immediate result of the student’s own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form).

Related Academic Sanctions (Basic Violation)

As the primary arbiters of academic integrity, individual faculty members may elect to address episodes of academic misconduct on a “case by case” basis. Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;

¹“Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” As stated in The Center for Academic Integrity handbook, “The Fundamental Values of Academic Integrity,” p. 4. Des Plaines, Illinois.

- 0/F on the assignment/quiz/examination (with the possibility of makeup);
- 0/F on the assignment/quiz/examination (with no possibility of makeup);
- 0/F in the course with or without prohibition of future enrollment in classes taught by that instructor;
- Designation of “XF” grade with or without prohibition of future enrollment in classes taught by that instructor; and/or
- Recommendation for administrative academic sanction(s).

Faculty Rights and Responsibilities

As an academic matter, faculty retain all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, Basic Violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction. Faculty are encouraged to discuss any sanctions with their supervisor.

If the faculty chooses to impose academic integrity sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). This form is confidential and the information gathered will only be shared with other faculty if a student is a repeat offender.

If the faculty chooses to impose an XF in conjunction with the academic integrity sanction, they are required to complete a second form with required signatures. The XF form may be obtained from the Office of Instruction.

Capital Violations of Academic Integrity

Violations of academic integrity are considered “capital” offenses, if they constitute documented repeat violations of the academic integrity policy, or if they are committed in conjunction with other violations of the student code of conduct. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Repeated acts of Basic Violations of academic integrity;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test; and/or
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination.

Related Academic Sanctions (Capital Violations)

With the consensus of the Vice President of Instruction, sanctions shall include *not less than* the original academic sanction (as may have been rendered by the instructor) and may include, but are not limited to, the following at the discretion of academic administration:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;

- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

Student Rights

For Basic Violations of academic integrity, students are entitled to request a review by following the [Problem Resolution Procedure](#). The results of this review will be final.

For Capital Violations of academic integrity (as defined above), students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges as outlined in [Procedure 2611 – Student Code of Conduct](#).

Contact(s): Vice President of Instruction

Related Form(s): [Academic Integrity Flowchart](#); [Academic Integrity Violation Reporting Form \(AIVRF\)](#); XF Form

Relevant Policy or Procedure(s): [Policy 1501 – Academic Integrity, Quality, and Rigor](#); [1610 – Code of Conduct](#); [2503 – Academic Clemency](#); [2611 – Student Code of Conduct](#); [2615 – Problem Resolution \(Students\)](#)

Approved by: President

Date: 3/26/02

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